Request for Proposal

Vendor to provide Shuttle Services from the
Gary/Chicago International Airport Passenger Terminal to and from downtown Chicago
and the NICTD South Shore passenger train stop (Gary/Chicago Airport stop).
RFP Purpose

The Gary/Chicago International Airport is requesting proposals from interested parties to provide shuttle service, to include all staff and equipment necessary, to/from the Gary/Chicago International Airport Passenger Terminal to downtown Chicago and the NICTD South Shore passenger train stop (Gary/Chicago Airport stop), during arriving and departing airline operations.

RFP Schedule

The airport will adhere to the following timetable, which will result in a selection of one party to provide shuttle service to the before mentioned locations.

Issue RFP:  January 11, 2008
Proposal Meeting:  January 25, 2008 – at 10:00 A.M CST
Question deadline:  February 1, 2008 – 4:00 P.M. CST
Deadline for Submittal of Proposal:  February 11, 2008 – 4:00 P.M. CST

Interested parties are invited to schedule an appointment to tour transportation facilities by contacting Rick Schoder, Operations Officer at (219) 949-1941

Those interested should submit a proposal to:

Rick Schoder, Operations Officer
Gary/Chicago International Airport
6001 W. Industrial Highway
Gary, IN 46406
Phone:  (219) 949-1941

Pre-Proposal Deadline Meeting

A meeting will be held on January 25, 2008 – at 10:00 A.M. CST - at the Gary/Chicago International Airport in the Administration Building located at 6001 W. Industrial Highway, Gary, IN 46406. The meeting will review the RFP specifications and will provide the opportunity for interested parties to query airport management staff about the specifications outlined.

All proposals must be submitted in a sealed envelope and clearly marked RFP- Shuttle Services. All proposals must be received by the Gary/Chicago International Airport Authority no later than February 11, 2008 at 4:00 P.M. CST.

Please provide two (2) copies of all documents requested.

No electronic or fax proposal is acceptable.

Proposals should be prepared simply, economically and provide a straightforward, detailed description of capabilities to satisfy the requirements of the request and should include any limitations. Photographs of fleet vehicles and/or existing operations are encouraged. Emphasis should be placed on meeting requirements of the request.
Proposals must include:

A brief narrative of interested company/party, interested parties abilities and experience in providing services requested.

Name(s) of individuals who will be performing the services and their area of responsibility.

Interested party must possess two (2) or more continuous years of licensed, commercial transportation experience and have a minimum of three (3) professional references. References must include company/entity, contact person, address and telephone number.

A request of any special requirements that the interested party may require from the Gary/Chicago International Airport Authority.

A list, photographs if applicable, and explanation of the equipment that will be used to perform the services.

A brief narrative if/how the interested party intends on promoting customer service and quality.

Fares. Emphasis shall be placed on fair pricing of services.

Provide a narrative (or report example) explaining how the vendor will document/report revenues.

All applicable business certificates, licenses and permits required to operate.

Provide Certificate of Insurance (prior to commencement of service) that lists the Gary/Chicago International Airport Authority as an additional insured. Provide general public liability insurance equal to $500,000.00 per person and $1,000,000.00 per occurrence.

Provide a brief narrative indicating the level of flexibility dealing with federal and government agency regulations, security requirements and evolving aviation industry practices.

Equipment

Provide description of fleet and photographs of equipment to be utilized.

Selection

All RFP’s will be evaluated based on:

Route development strategies and method in which services will be provided.
Quality of services provided
Route schedule.
Fares for services provided.
Company background, experience, references and financial capabilities.
American Disabilities Act compliant vehicles.
The airport will select one (1) party to provide shuttle services from the Gary/Chicago International Airport to locations listed above.

Vendor selected to provide shuttle services will be notified by February 15, 2008 of selection. Vendor is expected to be operational within when Skybus commercial services begin.

It is the interest of the airport to provide clean, safe and fairly priced modes of transportation to the traveling public.

Quality of Services Provided

The vendor who provides shuttle services shall ensure the highest level of quality, dependability, reliability and customer service during the course of services provided. The selected company/party is expected

Hours of Operation/Shuttle Schedule

Times provided for operation are a guideline only – the airport reserves the right to negotiate the schedule of operations so as to ensure passenger satisfaction is maintained.

Shuttle is required to:

- Drop off passengers at the Gary/Chicago International Airport Passenger Terminal beginning at least two (2) hours prior to a departure.
- Monitor South Shore schedule and pick-up passengers from the Gary/Chicago Airport stop and transport to passenger terminal.
- Pick-up passengers upon arriving at the passenger terminal and transport to South Shore stop (Gary/Chicago Airport) as required, and to downtown Chicago location(s).

Fees/Fares

Vendor that provides shuttle services will ensure fares are posted for passengers in conspicuous view and in a manner and location approved by the airport authority.

Fares will be ‘fair’ to the passenger.

Equipment conditions

All vehicles used to perform services will be inspected for cleanliness and safe operation by the Airport Authority initially prior to beginning service and on a recurring basis to ensure a clean and safe service is provided to the traveling public.

Terms/Conditions

The Gary/Chicago International Airport reserves the right to accept or reject any and all proposals and negotiate the terms and conditions of all or part of the proposals as determined to be in the Airport Authority’s best interest and at it’s sole discretion. No RFP will be accepted after the above specified date and time.

The airport reserves the right to waive minor irregularities in any proposal.

The airport reserves the right to request clarification of information submitted and to request additional information from an interested party.
Any proposal may be withdrawn up until the date and time set for when proposals are due.

The airport is not responsible for any costs incurred in preparing, submitting or presenting a response to the RFP nor shall the airport be held responsible, financially or otherwise for costs incurred in preparation of providing shuttle services.

Failure to submit any requested information in response to this RFP will result in the rejection of any proposal for not complying.
**Conditions** – Vendors to provide Shuttle Services from the **Gary/Chicago International Airport** Passenger Terminal to/from downtown Chicago and the NICTD/South Shore stop (Gary/Chicago Airport).

Upon award, the vendor/concessionaire acknowledges that:

1. He/She will be able to comply with all insurance provisions of the Gary/Chicago International Airport Authority and provide along with submitted proposal, a certificate of insurance per page 2 of this request prior to providing services.
2. He/She will have in their possession (and on premises), prior to commencing service, all applicable and valid business licenses, certificates or certifications as appropriate or any other required permits/documents required by the Gary/Chicago International Airport the City of Gary or any other lawful authority.
3. Proposer agrees to the terms and conditions in this request.

**Proposer (complete all fields below):**

______________________________  ________________________________
Signature  Date

Name: _______________________________________________________________________

Company: _____________________________________________________________

Company address:_______________________________________________________________________

Telephone:_____________________________________________________________________

Fax:___________________________________________________________
Notarization

Acknowledged before me by ________________________________ (name) as
____________________________________ (Title)
of __________________________ (company) this _____ (day) of ____________, 2007.

Notary Signature___________________________________________________________

My commission expires_____________________________________________________

Affix Seal

Attach this document (completed) when submitting RFP with copies of licenses, certificates
and/or certifications as necessary.
NICTD (www.nictd.com) South Shore (Gary/Chicago Airport) stop

☆ Passenger Terminal